

Purpose**Purpose**

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Personal Data** service is located in the 'My Personal Info' workset in ESS. Employees can use this service to display their own personal data, such as:

Full Legal Name
Date of Birth (DOB)
Gender
Marital Status
Language

This service in ESS is for display only -- employees cannot change this information. The information displayed in this service is how it appears in the State's HR system of record. Therefore, if any of this data is incorrect, it is imperative that the employee contacts their HR Department to initiate the necessary corrections.

Trigger

Use this service in Employee Self-Service (ESS) to display your own personal data (e.g. legal name, DOB, and marital status).

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Personal Info ➔ Personal Data

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

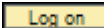
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

MySCEmployee Updates

- MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- If you have not taken the Employee Self Service overview course**, we encourage you to as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- The MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166
- If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search

- Quick Links
- [Who's Who](#)

My Working Time

- *Quota Overview
- *Time Statements
- *Holiday Schedule
- *State Employee Leave Package

Quick Links

- [Record Working Time](#)
- [Time Conversion](#)
- [Leave Request](#)

My Pay

- *Bank Information (Direct Deposit)
- *Employment Verification
- *W-4 Tax Withholding
- *Voluntary Deductions
- *Savings Bonds

Quick Links

- [Pay Statements](#)

My Personal Info

- *Address and Emergency Contacts
- *Personal Data

My Benefits

- *Employee Insurance Program Websites
- *Retirement Forms

Quick Links

- [MyBenefits - Employee Insurance Program](#)

My Travel and Expenses

- *Expense Reports
- *Travel Requests

My Career

- *Training and Development




Quick Links

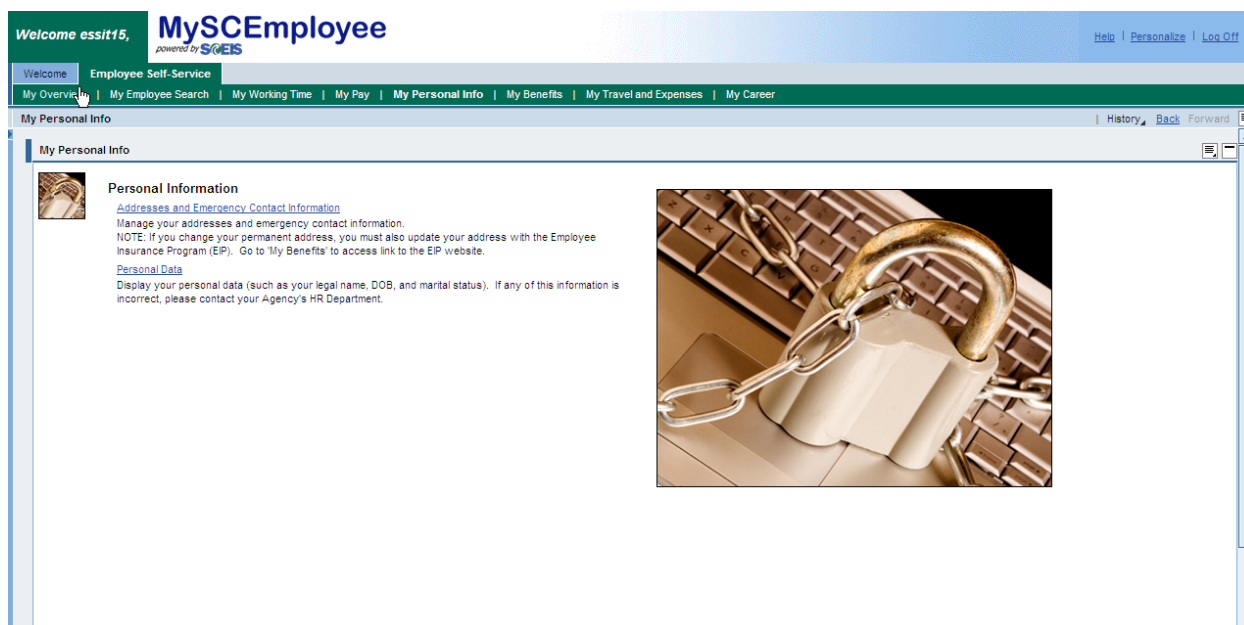
- [State Jobs](#)



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Personal Data** service, click the link [Personal Data](#).

8. The overview screen for **Personal Data** is displayed:

The screenshot shows the 'MySCEmployee' Employee Self-Service portal. The top navigation bar includes 'Welcome essuser1', 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The 'Personal Data' section is active, showing a progress bar with four steps: 1. Overview (highlighted), 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress bar, the 'Personal Data' section displays 'Full Name: Johnny Paul. Brady (xSS)' and a 'Display Detail' button. At the bottom of the section are 'Previous Step' and 'Exit' buttons. The status bar at the bottom left shows 'Done'.

9. To display the personal data details, click **Display Detail**.



To exit the overview screen and return to the 'My Personal Info' area page, click **Exit**.

10. The personal data detail screen is displayed:

Welcome essuser1, **MySCEmployee**
powered by **SCSIS**

Welcome | **Employee Self-Service**

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Personal Data

Name

Title:

First Name: *

Middle Name:

Last Name: *

Known as:

Academic Title:

Suffix:

Data at Birth

Date of Birth: *

Gender: ☒ Male ☐ Female ☐ Unknown

Marital Status

Marital Status:

Other Personal Data

Language:

[Previous Step](#) [Exit](#)



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11. Perform one of the following:

If	Then
You want to go back to the Personal Data overview screen.	Click Previous Step
You want to exit the Personal Data detail screen and return to the 'My Personal Info' area page.	Click Exit

Result

You displayed your personal data and validated it for accuracy.